

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, June 2, 2020

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. In the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Petty (1); Kierzek (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for May 5, 2020 with a minor change

Kierzek (1); Skare (2)

Aye: All via voice vote

Nay: None

VI. Announcement of Public Events

Circus World will not be open this year due to COVID-19

VII. Public Comment

None

VIII. Receipt of Financial Statements and Approval of Vouchers

a. May 1, 2020 to May 28, 2020 Vouchers

b. Financial Statements - April, 2020

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

A motion was made to approve the vouchers from May 1, 2020 to May 28, 2020 as presented.

Fordham (1); Petty (2)

Aye: All via voice vote

Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

Did not meet

B. Executive Committee

Met earlier this evening to discuss:

- Update on RAD/Chapter 18 potential changes in funding for Corson Square
- COVID-19 related policies for CDA facilities
- 2021 Budget process

C. Finance

Met previously to discuss:

- Loan write off for CDBG loan to Greg Dersham (94.03)

D. Loan Review Committee

Did not meet this month

XI. Old Business

1. Update on CDA Projects

i. Web Site

No action has been taken.

2. Pet Policy updates

No action has been taken.

XII. New Business

1. Consideration and discussion of COVID-19 related policies for CDA facilities

It was noted that the Executive Committee met earlier in the evening to discuss the matter. It was determined that if the CDA staff needs to enact a COVID-19 related policy it will need to be subsequently approved by the CDA Board.

2. Consideration and discussion of 2021 budget process

Staff requested to discuss the 2021 budget process. It appears that the budgets will continue to follow the same revenue and expenditure pattern. However, the capital projects needs will need to be reviewed for an update.

Staff was asked to survey the resident for their input into the budget needs.

3. Consideration and discussion of loan write off for CDBG loan 94.03

As noted in the Finance Committee that CDBG loan 94.03 will need to be written off by the CDA. The loan applicant has filed bankruptcy and has left the area.

Due to some vacancies within City Government, the proper forms were not filed within the appropriate time period. Therefore, the CDA will not be able to collect this debt.

Motion:

To write off CDBG Loan 94.03 in the amount of \$15,681.00

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Petty (1); No second required
Aye: All via voice vote
Nay: None

XIII. Board Member Comments

The Board would like to review the Pet Policy and other policies as needed.

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:47 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder